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## U.S. FOOD AND DRUG ADMINISTRATION VACANCY ANNOUNCEMENT

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FDA IS SMOKE-FREE

**Announcement Number:** FDA-0-4007

**Opening Date:** November 3, 1999

**Closing Date:** December 3, 1999

**Position Title/Series /Grade:** Consumer Safety Officer, GS-696-9  
**Promotion Potential:** GS-13

**Organization/Location:** Department of Health and Human Services, Food and Drug Administration, Center for Veterinary Medicine, Office of Surveillance and Compliance, Division of Compliance, Rockville, MD  
Metro Park North II

**Salary Range:** \$33,650 - \$43,747

**Relocation Expenses:** Relocation expenses will be paid.

**Area of Consideration:** Government-Wide  
(THIS POSITION IS OPEN TO STATUS CANDIDATES ONLY)

**Bargaining Unit Status:** This is a bargaining unit position.

**Type of Appointment:** Career/Career Conditional

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**Condition of Employment:** Certain positions within FDA are subject to strict restrictions on financial holdings (FDA regulated financial holdings). To determine whether this position is affected, applicants are advised to seek information during the interview process before accepting such a position.

**Citizenship:** Applicants must be citizens of the United States.

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**DESCRIPTION OF WORK:** This position represents an intermediate level of career development for a Consumer Safety Officer with the Division of Compliance. The individual is responsible for a preliminary determination of the acceptability and conclusiveness of regulatory action submissions. The individual will work with senior compliance officers to complete injunctions, prosecutions and seizure actions. The individual is expected to evaluate regulatory action factors such as the nature and extent of deviations from regulations; the law violated; appropriate charges for any violations; alternate courses of action; court contest possibilities and drawbacks. The incumbent receives training in preparing written documents concurring or disapproving recommended regulatory actions. The incumbent is expected to clearly defend either position based on a thorough review of the submission. If approved, the individual must work with the Office of Chief Counsel, the Field, expert witnesses and others to see the action through to a successful completion, which may include a trial. At trial, the individual collaborates with the attorneys providing specialized subject matter guidance, locating expert witnesses and assisting in the organization and preparation of evidence for the most effective presentations. The individual receives training in the development of Agency positions in response to written and telephone requests for advisory opinions from industry, Congress, Department Officials and others. The individual evaluates incoming information on possible violations of the Act and issues assignments or coordinates field investigations to develop necessary regulatory actions.

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**QUALIFICATION REQUIREMENTS:** The position has a minimum education requirement; therefore, all candidates who are changing occupations/series must submit either a college transcript or list of courses, including titles, credit hours, and grades documenting relevant courses to be considered for the position.

**CSO, GS-696**

To meet the basic educational requirements applicants must have completed either:

A) Applicants must have a degree that included at least 30 semester hours in one or a combination of the following: biological sciences, chemistry, pharmacy, physical sciences, food technology, nutrition, medical science, engineering, epidemiology, veterinary medical science, or related scientific fields that provided knowledge directly related to consumer safety officer work. The 30 semester hours may include up to 8 semester hours in statistics or course work that included the principles, theory, or practical application of computers or computer programming;

OR

B) Combination of education and experience - courses consisting of at least 30 semester hours in the fields of study described above, plus appropriate experience or additional education.

The quality of the combination of education and experience must have been sufficient to demonstrate that the applicant possesses the knowledge, skills, and abilities required to perform work in the occupation, and is comparable to that normally acquired through the successful completion of a full 4 year course of study with major study in the appropriate field.

This position has a minimum education requirement; therefore, all federal employees who are changing occupation/series must submit either a list of courses or college transcript documenting relevant college courses and credits to be considered for this position.

**SPECIALIZED EXPERIENCE** is experience, which is typically in or directly related to the work of the position such as experience applying the Food Drug and Cosmetic Act to compliance activities, including compliance and investigative work related to compliance at the federal or state levels.

Candidates must have 52 weeks of specialized experience equivalent to the next lower grade level. Candidates must meet all the qualification requirements, including the time in grade, within 30 days after the closing date.

**METHOD OF EVALUATION AND BASIS OF RATING** Candidates found basically qualified will be evaluated on the extent and quality of experience, education, training, awards, etc. as shown on the application. In addition to data obtained from the attached knowledge skills and abilities (KSA's). No written test is required.

1. *Knowledge of Act, Regulations and Regulatory procedures.*
2. *Ability to interpret and evaluate information and evidence, to research files, precedent material and agency policies.*
3. *Ability to communicate in writing.*
4. *Ability to communicate orally.*
5. *Knowledge of organizational structure regulated industry and operational procedures.*

It is strongly recommended that applicants address the knowledge, skills and abilities statements in detail.

**HOW TO APPLY:**

Candidates may submit one of the following: an Application for Federal Employment (SF-171), an Optional Application for Federal Employment (OF 612), resume, curriculum vitae, or any other written format. Your application must include the following information:

1. Title, series, grade, and vacancy announcement number of the vacancy for which you want to be considered.
2. Full legal name and mailing address.
3. Daytime and evening telephone numbers.
4. For experiences most relevant to this position, include name of employer, dates of employment, job title, start and end dates, and a description of your duties and responsibilities for each job listed.
5. Average hours worked for each position if other than 40 hours per week.
6. Name, location, and date of educational institutions attended.
7. Type of degree, if any, and date received.
8. Major field of study.
9. List of relevant training including, course titles, dates, and number of hours and name of institution.
10. Description of honors, awards, and special qualifications, such as language skills or computer skills, along with dates acquired.
11. Clearly identify U.S. Citizenship (Proof required before employment).

**PROOF OF EDUCATION:** Candidates may submit a College transcript (official or unofficial) or, if not available, a list of college courses and Certificate of scholastic achievement. List should include a course description of any course(s) not readily identifiable by title, number of semester hours and grade. Qualifying education gained at colleges and universities in foreign countries must be evaluated in terms of its equivalency to that acquired in American colleges and universities. Applicants educated in whole or in part in foreign countries must submit sufficient evidence, including transcripts, to an accredited private organization for an equivalency evaluation. A letter containing the results **MUST** accompany the application package.

**CREDIT FOR EDUCATION:** When academic credit is expressed in contract months, units, or other terms that differ from conventional semester or quarter hours, it is the responsibility of the applicant to provide an interpretation of such credits from the appropriate institution in order to equate them to the semester or quarter hours specified in this announcement.

**SUPPLEMENTAL QUALIFICATIONS STATEMENT (enclosed with this announcement). It is strongly recommended that each applicant address the knowledge, skill, and ability statements in detail.**

- ☒ Written response to the knowledge, skills and abilities
- ☐ If claiming veteran's preference, attach a copy of your DD214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.
- ☐ College transcripts or list of courses, including title, credit hours and grade for each course if qualifying on education and/or changing occupational series;
- ☒ Current federal employees must submit most recent performance appraisal/evaluation
- ☒ Current and former federal employees must submit a copy of their most recent SF-50, Notification of Personnel Action
- ☒ Application Background Survey: Please return the Background Survey with your application. The information you provide is used for statistical purposes. The return of this form will have no impact on your consideration for this position.

Displaced Employees Requesting Special Selection Priority Consideration Under The Interagency Career Transition Assistance Program (ICTAP)

If you are a displaced Federal employee, you may be entitled to receive priority selection under the ICTAP.

**To be eligible for the special selection priority, you must meet all of the following:**

- (1) Be a displaced Federal employee;
- (2) Submit a copy of your current (or your last) performance rating of record of at least fully successful or equivalent;
- (3) Apply for a vacancy at or below the grade level from which you were or are being separated, that does not have a greater promotion potential than the position from which you have been or are being separated from;
- (4) Occupy, or was displaced from a position in the same local commuting area of the vacancy;
- (5) Submit an application (including all required documentation) for a specific vacancy within the periods established on the announcement and meet all the application and eligibility criteria;
- (6) Submit proof of eligibility; and
- (7) Be rated well qualified for the position.

"Well Qualified" means: a displaced employee must meet the minimum qualification and eligibility requirements for the position (including any selective factors), and be rated and ranked to determine the extent to which he/she possesses the knowledge, skills, and abilities (KSA's) to succeed in the position being filled. **Under delegated examining procedures**, the displaced employee must receive a score of 90 or better to receive selection priority.

Displaced employees may submit any (one) of the following as proof of eligibility for the special selection priority:

- (1) RIF separation notice, or notice of proposed removal for declining a directed reassignment or transfer of function to another commuting area;
- (2) Documentation, e.g., SF-50, Notification of Personnel Action, showing that you were separated as a result of RIF, or for declining a directed reassignment or transfer of function to another commuting area;
- (3) Official certification from an agency stating that it cannot place an individual whose injury compensation has been or is being terminated;
- (4) Official notification from OPM that your disability annuity has been or is being terminated; or
- (5) Official notification from the Military Department or National Guard Bureau that the employee has retired under 5 U.S.C. 8337(h) or 8456.

### **Veteran's Preference for Federal Jobs: CE -101**

If you served on active duty in the United States Military and received an honorable or general discharge, you may be eligible for veteran's preference. Service starting after October 15, 1976 requires a Campaign Badge, or Expeditionary Medal or Service connected disability requirements. For information about eligibility requirements, call 912-757-3000 and request

To claim veteran's preference, attach a copy of your DD-214, Certificate of Release or Discharge from Active Duty, or other proof of eligibility.

-If claiming 5 point veteran's preference, list the dates (month, day, year) and branch of any active duty served.

-If you claim 10 point veteran's preference attached an SF-15, Application for 10 Point Veteran's Preference, plus the proof required by that form.

The Defense Authorization Act of November 18, 1997, extended veterans' preference to persons who served on active duty during the Gulf War from August 2, 1990, through January 2, 1992. The law grants preference to persons otherwise eligible and who served on active duty during this period, regardless of where the person served or for how long. The law also authorizes the Secretary of each military department to award the Armed Forces Expeditionary Medal for service in Bosnia during the period November 10, 1995, to a date to be determined. The award of the Medal is qualifying for veterans' preference. More information on veterans' preference is available in the VetGuide that may be found on the U.S. Office of Personnel Management web site at [www.opm.gov](http://www.opm.gov).

*All applicants will receive equal consideration without regard to race, religion, color, national origin, sex, disability, sexual orientation, political affiliation, age or any other nonmerit factor. Vietnam era veterans, disabled veterans, individuals with disabilities, and other individuals eligible for special appointing authorities are encouraged to apply.*

### **WHERE TO OBTAIN FORMS**

Office of Personnel Management web site at <http://www.usajobs.opm.gov>.

### **WHERE TO SEND FORMS:**

ADDRESS: Food and Drug Administration  
Center for Veterinary Medicine  
Attn: Ms. Vernelle M. Dewberry  
Metro Park North II, Room N431  
7500 Standish Place  
Rockville, MD 20855  
(301) 827-1592

Additional forms and information may be obtained from the address above or by calling Vernelle M. Dewberry (301) 827-1592, (Voice/TTY) or the FDA Job line (301) 443-1969.

FDA vacancy announcements are available by calling our FaxBack number at (301) 827-4287.

Applications received become the property of the Center for Veterinary Medicine (CVM) and will not be returned.

The use of government postage-paid envelopes or government officially metered envelopes in filing job applications is a violation of federal laws and regulations.

Applications submitted in postage paid Government envelopes will not be accepted.

**All applications material must be postmarked or received by the closing date of this announcement.**